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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training

DATE: 23 April 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 16  
15 April - 21 April 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. It has been very encouraging to those of us in OTR concerned with external training matters to note the commendable progress made in NE in planning for language training. Three times this week I have talked with NE employees who could not be accommodated in internal classes but who were available full-time between May and mid-August for needed language instruction. Solving these requests is a pleasure.

2. Query was received from FBID about Detachment R. A very informal inquiry was also made by an OSI employee. Formal requests are not anticipated but we have noted both in event LAS introduces a full-time  course at the appropriate level.

3. We have recently completed the allocation of the remaining 29 spaces for FY 59 for the Weapons Orientation Advanced Course (Sandia Base, New Mexico). These spaces were allocated as follows:

ORR - 9	PIC - 6
OSI - 9	ONE - 5

The same day in which we accomplished this action, the Armed Forces Special Weapons Project notified us that the Agency is allocated 48 spaces for FY 60.  Clearance is required for attendance.

4. One space was reserved for an FE employee to attend a special part time  course at FSI beginning 27 April for a 12 week period.

25 YEAR RE-REVIEW

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15 April - 21 April 1959

5. [ ] are this week attending the 17th Annual International Chamber of Commerce Conference being held at the Sheraton Park and Shoreham Hotels.

[ ]

6. I have had an initial meeting with [ ] Management Staff, responsive to DTR's request for analysis and recommendations on our language testing and awards procedures. [ ]

7. Several personal conferences were held to discuss developments at the recent OTR Career Board meeting. [ ] is fully satisfied to disabuse himself of OTR instructional aspirations and soon we will submit a revised plan for training responsive to his needs. I regretfully report that my other conferee became lachrymose at our first session, and got off on a vituperative tangent of blaming co-workers at our second meeting. Our third get-together was wholesome.

8. [ ] were well-received on a worthwhile one-day [ ] visit. They accomplished some needed working level coordination on the training request form and clarified the problem of inadequate Bulletins at the Base which I found out about when there recently. A quick tour of the base and becoming acquainted with telephone voices rounded out their brief day.

9. [ ] has furnished me seven names as DD/I candidates for Chicago summer programs. [ ] after reducing his nominee list, still has candidates for all 14 Agency slots. I anticipate few, if any, from DD/P other than those serving in a support role. Negotiations toward final selections will take place next week.

10. In line with his responsibility for monitoring approved component conducted training, [ ] sat in with the following lecture programs recently, finding them in each case to be operating satisfactorily:

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25X1

<u>Program</u>	<u>Date</u>	<u>Speaker</u>	<u>Subject</u>
Management Staff Lecture Series	17 Apr 59	Miss [redacted] Management Staff	Organization Planning
OL Procurement Seminar	21 Apr 59	[redacted]	Industry Views on Procurement
A & E Staff Pro- fessional Devel- opment Program	22 Apr 59	[redacted]	Psychology of Personal Con- structs

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11. Our cumulative total on language awards authorized now reads:

25X1

Total awards - 1,483  
Total amount - \$175,800

DDS

12. A sizeable portion of our week's effort has been spent on the preparation of two difficult budget items. Our testing and awards experience data leads us to a realistic estimate for balance of FY 59 and for FY 60. Working on external training requirements is a more complex problem but we'll have it done in time.

13. There are no further reports on [redacted] condition.

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14. I've been dissatisfied with our service to [redacted] trainees on travel money. [redacted] and I analyzed the situation very carefully and I think we've hit on an improved arrangement for payment - with less valid objection from trainees, less paper-work, and no significant difference in costs.

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15. During the week 15 April - 21 April 1959, there were 969 persons enrolled in OTR conducted training. The break-down for enrollment is as follows:

DDS

295 enrolled in 58 classes (14 languages) voluntary  
239 enrolled in 40 classes (14 languages) internal  
207 enrolled in 9 Intelligence School courses  
155 enrolled in 8 Operations School courses  
55 enrolled in 4 area courses  
6 from other Government agencies  
12 Dependents

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